

INTERCODE PAYROLL V4.0 RELEASE NOTES

BEFORE INSTALLING THE UPDATE

It is recommended that you make backup copies of all your existing employer files before you install any updates to Intercode Payroll. This will ensure that your original payroll information can be restored in the unlikely event that the update process fails to complete successfully. Once you have made backup copies of your existing employer files you can continue to install the update.

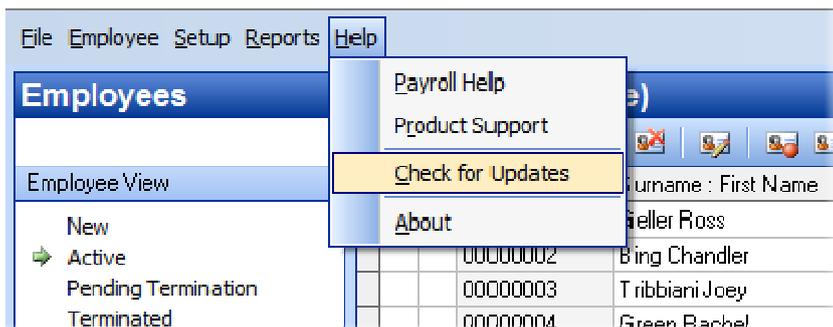
HOW TO INSTALL THE LATEST VERSION OF INTERCODE PAYROLL

There is no need to uninstall your current version of Intercode Payroll before installing a newer version of the software. Whenever a newer version of Intercode Payroll is installed on your computer, the newer version will automatically replace the current version as part of the installation process.

You can install the latest version of Intercode Payroll in one of two ways:

Automatic Installation (Recommended)

1. Ensure that you are currently connected to the internet.
2. Open Intercode Payroll.
3. Select *Help --> Check for Updates* from the main menu.



4. Follow the on-screen instructions to update your version of Intercode Payroll.

Manual Installation

1. Go to the *Downloads* page on the Intercode web site (www.intercode.co.za/downloads.php) and click on the link marked *Download Now*.
2. When asked whether you would like to *Run* or *Save* the file select *Save*. This will open a new window allowing you to specify the location on your computer's hard drive where you would like to save the file. Select *Desktop* and then click *Save*.
3. You will now see a *File Download* window showing the progress of the file download. Once the file download has been completed you can close all open windows and disconnect from the internet.
4. Ensure that Intercode Payroll has been closed then go to your *Desktop*, locate the installation file you just downloaded and double-click the file to start the installation process. Follow the on-screen instructions to complete the installation process.

Once the latest version of Intercode Payroll has been installed on your computer (using either of the two processes described above), open Intercode Payroll and open your employer file. You might see a message stating that your employer file is being updated. Wait for this process to finish.

The update process is now complete, and you can continue using the software as usual.

WHAT'S NEW

2014-2015 Tax Tables (V4.0.1)

Intercode Payroll V4.0.1 includes all the new requirements for the 2014-2015 year of assessment as announced in the budget speech on 26 February 2014. This includes the new tax tables, updated tax thresholds, updated medical aid tax credit rates etc.

For more information on specific rates of tax for the 2014-2015 year of assessment, please refer to the *Tax Pocket Guide for 2014* which can be downloaded from the SARS web site at <http://www.sars.gov.za>.

Note: No special processing is required to close off the current tax year on Intercode Payroll. Once you have installed this update you can simply do a payroll run to advance to the next pay period just like you would for any other pay period. The exporting of tax certificate to Easy-File also only needs to be done at a later stage once the employer filing season has opened (i.e. on or after 01 April 2014). There is no need to do the export to Easy-File now before advancing into March 2014, as the export can be done at any point in the future as well.

Medical Aid Tax Credits : Employees Over 65 (V4.0.1)

As of March 2014, medical aid contributions paid (or deemed to have been paid) by an employee who is 65 years or older will no longer be tax-deductible. Instead, medical aid tax credits will now be calculated for those employees in exactly the same way as they are calculated for employees under 65.

The medical aid tax credits available to employees (both under and over 65) who pay (or are deemed to have paid) contributions to a registered medical aid scheme during the 2014-2015 tax year are:

- R 257 per month for the employee and the first dependant each, and;
- R 172 per month for each additional dependant thereafter.

Use of Motor Vehicle Acquired via Operating Lease : Code 3816 (V4.0.1)

A New tax classification code (code 3816) has been added which must be used to reflect fringe benefits in respect of an employee's use of a motor vehicle where the vehicle was acquired via an operating lease.

For the purposes of this new code, a "vehicle acquired via an operating lease" refers to a vehicle that is owned by a rental company (e.g. Budget or Avis), and which is then rented from the rental company by an employer for use by an employee.

In the case of a fringe benefit arising in respect of an employee's use of a motor vehicle acquired by the employer via an operating lease, the value of the fringe benefit is the cost of the lease to the employer plus the cost of fuel borne by the employer.

In the past, any "use of motor vehicle" fringe benefit was reflected under code 3802 on an employee's tax certificate. As of the 2014 tax year however, fringe benefits in respect of the use of a motor vehicle acquired via an operating lease must be reflected under code 3816. Fringe benefits in respect of the use of a motor vehicle that is owned by the employer, or a motor vehicle that is subject to a lease agreement between the employer and a financial institution (e.g. financed by a bank) must still be reflected under code 3802 on the employee's tax certificate, just like before.

Employee Leave Balance Report (V4.0.1)

A New report has been added to the *Employee Reports* menu to print the latest leave balances for all employees for all available leave types.

To access the new report:

- Go to the *Employees* section.

- *Select Reports --> Employee Reports --> Leave Balances (All)* from the main menu.

The resulting report reflects the latest leave balance as well as the date of the relevant balance for each employee on the payroll, for each of the relevant leave types. The report is sorted first by leave type and then by employee payroll number, and includes only those leave types that actually maintain balances (i.e. leave types that have a fixed cycle length, and to which employees have a specific entitlement).

Increase of Maximum Earnings for Occupational Injuries and Diseases Act

The maximum amount of earnings on which the annual return of earning of an employer may be calculated as per The Occupational Injuries and Diseases Act has been increased from R 312,480 per annum to R 332,479 per annum as of 01 April 2014 (Government Gazette 37379 No. 136).

Intercode Payroll will automatically take the new limit into account when printing the W.As.8 return in respect of the 2014-2015 year of assessment.

Discontinued Support for Windows 95, Windows 98 and Windows ME (V4.0.1)

Over the years, Microsoft has included many new technologies in each new version of their Windows™ operating system. One of these technologies was "Unicode" which was first introduced back in Windows 2000 (about 15 years ago). In short, Unicode is a character-encoding standard used to represent text and symbols on computer systems. Unicode has since become the international encoding standard for text in all new computer software systems.

Starting with Intercode Payroll V4.0 we have moved all our software development tools as well as the database format that we use in the program to Unicode-enabled technologies. This change will place newer development tools at our disposal, resulting in a smoother and faster user experience for you (the end user). Unfortunately this move also means that certain older version of Windows™ will no longer be able to run the Intercode Payroll program, as those versions of Windows™ did not include support for Unicode.

As of V4.0, Intercode Payroll no longer run on Windows 95, Windows 98, Windows 98 Second Edition or Windows Millennium. All of these versions of Windows are more than 15 years old and have long since been abandoned by Microsoft as well (support for Windows Millennium ended in 2006). If you are still using one of these outdated versions of Windows you should contact the Intercode support desk to arrange for a special backward-compatible edition of Intercode Payroll V4.0 that will still run on those old Windows versions. Note however that this will be the last version of Intercode Payroll for which such a backward-compatible version of the software will be made available. Affected employers are urged to upgrade their computers to a newer version of Windows (at least Windows XP, or later) as soon as possible.

For everyone else, Intercode Payroll V4.0 will continue to run perfectly on Windows 8.1, Windows 8, Windows 7, Windows Vista, Windows XP, Windows Server 2003 and Windows 2000.

BUG FIXES

We are not aware of any bugs at this time, so no bug fixes were included in this release.

End of Release Notes

If you have any questions regarding the features included in this release, or if you have any trouble installing the upgrade, please contact the Intercode support desk on 0861 113523 for assistance.